It was good to spend two hours with you yesterday talking about the new requirements for a Food Safety Program for your schools. We hope that you are not overwhelmed—because it is doable! Just keep in mind that the total project is built upon one step at a time, and HACCP is a work in progress!

Here is what we recommend that you do before the next session:

- 1. Complete the Prerequisite Program Checklist.
- 2. Identify what needs to be done in your school/district to make sure all prerequisite programs are in place and begin developing those areas.
- 3. Complete the Standard Operating Procedure Checklist. This is a fairly complete guide of the SOPs that you will need—but there may be SOPs on the list that are not needed in your operation and there may be some SOPs needed that are not on the list.
- 4. Begin the process of developing written SOPs if you do not have them in place (and most of you probably do not). You will not have to write all of the SOPs—there are many resources to help you with that process. Visit the following web sites to find written SOPs that you can use as is or adapt to meet the specific needs of your operation:

<u>www.iowahaccp.iastate.edu</u> This is the Iowa State University school HACCP web site. SOPs are available there in Word format. You are free to use them and adapt them in any way necessary to fit your school.

http://sop.nfsmi.org/HACCPBasedSOPs.php This is the National Food Service Management Institute's web site. SOPs are available in Word format. Again, these are not copyrighted so you are free to use them any way that is needed for your school.

Good luck with your Food Safety Program. Remember, an inch is a cinch but a yard is hard. So don't look at the whole task, but rather the small tasks that together will move you toward having a Food Safety Program.

If you have questions, contact Sam Beattie at <u>beatties@iastate.edu</u> or Jeannie Sneed at <u>jsneed@iastate.edu</u>.

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